

**Council of Federal Executive Secretariats**  
**October Council Meeting**  
**October 2, 2012**  
**U.S. Department of Housing and Urban Development**

**Council members present:** See below.

**Others present:** Maurice Jones, HUD deputy secretary.

**Welcoming remarks:** 8:45a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed the Council to the October meeting and thanked HUD for serving as hosts.

**Welcome/introduction.** 8:50a.m. Dolores Cole, HUD executive secretariat director, welcomed everyone and introduced Maurice Jones, HUD's deputy secretary.

**Overview of HUD** – Maurice Jones talked about the work that HUD does. It tries to prevent homelessness, fights for fair housing across the country, helping the poor get into housing they can afford and helping first time home buyers. After Jones' address Dolores Cole showed a video about what HUD executive secretariat does. Following the video, the Council had a discussion about the operations of the HUD office.

**Best Practice.** 9:40 a.m. Eric Wachter led a discussion about paperless practices. He spoke about the efforts at the EPA to make the Administrator's daily reading file an electronic document and the process through which he implemented it. He spoke about updating the EPA's correspondence manual, which included narrower margins to save paper. The EPA's FOIA and records processes also have moved to become more electronic. Patrice Allen-Gifford from DHS spoke about the process by which DHS receives letters from Congress. They have implemented a CongressToDHS@ email formula to receive letter. The Council thought this process is worth exploring for greater use among agencies. Bennie Lawson from DOD talked about how the DOD mail room scans in all mail and distributes the mail electronically throughout DOD.

**White House Update.** 10:45 a.m.

**Old Business/New Business.** 10:50 a.m. Eric Wachter thanked Patrice Allen-Gifford for filling in September the unexpired term of the vice chair created when Eleni Martin from the GSA retired from federal service in July. He announced that nomination and voting for the 2013 vice chair will begin in November, and the new vice chair will be announced at the December meeting. He reminded the Council that the November meeting will be November 8, not on November 6 because of Election Day. At the November meeting the Council will start looking for hosts for the 2013 meetings.

**Plain Language.** 10:55 a.m. Terry Layton, senior editor at the Department of Commerce, gave a presentation on plain writing. Terry asked how many already have plain writing programs and what it is. What is the Plain Writing Act of 2010? What does that require agencies to do? The number-one goal is to make sure readers can understand what they are reading the first time they read it. The second goal is for the reader to be able to find the information, to arrange the document according to the reader. If the reader does not need to know it, get rid of it. Government writers tend not to write for the reader but for themselves. They write because of fear and use big words lest people think they are not intelligent.

**Committee Reports.** 11:10 a.m. Patrice Allen-Gifford, chair of the meetings and membership committee, asked for best practice topics. Tracy Catoe, from the Department of Education and chair of the website committee, asked if everyone would submit their summaries.

**Adjourn.** 11:15 a.m.

**Council of Federal Executive Secretariats October Meeting Attendees**

<b><u>First Name</u></b>	<b><u>Last Name</u></b>	<b><u>Agency</u></b>	<b><u>Position</u></b>
Deborah	Alexander	DOJ	Records Manager
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Dorota	Bagwell	DHS	Correspondence Coordinator
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Raychel	Bush	NCTC	Deputy Chief
Tracy	Catoe (via phone)	DOEd	Deputy Director, CCCU
Dolores	Cole	HUD	Director, Executive Secretariat
Michael	Coogan	DOE	Writer/Editor
Cynthia	Douglas	HHS	Analyst
Tim	Feeney	DOI	Writer/Editor
Rose	Folsom	HHS/OIG	Director
Ann Marie	Gogniat	USDA	Writer/Editor
Chyna	Green	USMS	Executive Secretary
Marjorie	Harter	USDA	Sr. Writer - Editor
Eugenia	Happis	HUD	FOIA Assistant
Marcia	Hines	DOJ	Records Manager
Mary	Jefferson	FAA	Director, Executive Secretariat
Bennie	Lawson	DOD	Correspondence Management Chief
Terry (Anatta)	Layton	DOC	Senior Writer/Editor
Vicky	Lewis	HUD	Deputy Director
Thanh	Lo	USMS	Program Analyst
Galen	Main	White House	Assistant Director, Agency Liaison
Daren	Miles	FDA	Policy Analyst
Pat	Morgan	HUD	Correspondence Branch Chief
Cindy	O'Connor	DHS/ICE	Senior Writer/Editor
John	Payne	White House	Analyst
Thanh	Pham	DOJ	Analyst
Dana	Pritchett	SSA	Executive Operations, Analyst
Paula	Sind-Prunier	NTSB	Executive Secretariat
Ian	Squires	HHS	Writer/Editor
Andrew	Tarpgaard	FAA	Team Leader
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operation